

W-2 SUBCONTRACT LOG INSTRUCTIONS

W-2 Contract Requirements:

14.1 states: "The W-2 agency must provide a list of all current subcontracts to the Department's Contract Manager within 10 business days after each calendar quarter of the contract period." Per Department policies, the list must include funding amounts for each subcontract, the time period for each subcontract and indication of whether or not each subcontract is with a qualified State certified Minority Business Enterprise.

Performance Standards for Faith-Based subcontracts requires that services must be delivered. It has been determined that receipt of one invoice to the DWS Contract Manager will satisfy this requirement.

DWS Contract Manager:

The DWS Contract Manager will initiate the "W-2 Subcontract Log" by completing the following columns:

Subcontract Name
Contract Amount
Contract Period
Type of Services Provided
Date Reviewed by RO
Faith-Based Y/N
MBE Certified Y/N

Email the completed "W-2 Subcontract Log" to W-2 agencies by the following dates for the 2004/2005 contract period: **12/27/04, 3/28/05, 6/27/05, 9/26/05 and 12/27/05.**

W-2 Agency Contract Manager:

The W-2 Agency Contract Manager will complete the *Note Contract Changes* column of the "W-2 Subcontract Log":

Add any W-2 subcontracts or MOU's not listed. Submit a copy of the subcontract or MOU to the DWS Contract Manager in the Regional Office.

Note any subcontract changes in the *Note Contract Changes* column and submit a copy of any amendments to the DWS Contract Manager in the Regional Office.

The W-2 Agency Contract Manager must sign and date the log.

Email the completed log to the DWS Contract Manager in the Regional Office. For the 2004/2005 contract the submission dates are: **1/10/05, 4/8/05, 7/8/05, and 10/10/05.**